

ARCHITECT: _____
AGENCY OR INSTITUTION: _____
PROJECT NAME: _____
PROJECT NUMBER: _____
CONTRACTOR: _____
DATE: _____

Please submit an itemized quotation, complete with back-up documents signed by the subcontractors and the material suppliers. Indicate all labor, equipment, materials quantities, costs and/or time associated with the proposed modifications to the Contract Documents described herein.

Please respond by: _____

This Proposal Request is not a Change Order nor a directive to proceed with the work described herein.

Description:

Supporting Documents:

Reason for Change: ☐ Unknown Condition ☐ Scope Change ☐ Omission ☐ A/E Error

Architect/Engineer: _____